



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 7.02, Memorandums of Understanding (MOUs), Interagency Agreements (IAs), and Intra-Branch Agreements (IBAs)

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

There are only a few significant updates of this policy. The changes were made to: introduce a new form of agreement between a court and another judicial branch entity (i.e., an Intrabranh agreement), clarify that an MOU should be used as a form of agreement between the AOC and governmental entities other than the AOC or another court and that Intrabranh agreements should be used between a trial court and another judicial branch entity, examples of terms and conditions that may be included has been updated, and clarify current policy regarding loans requested by a court.

Significant Revisions

1. An intra-branch agreement (IBA) is to be generally used when the transaction is between a court and another judicial branch entity (this used to be an MOU, which is generally used between a court and its county).
2. Examples of terms and conditions that may be included have been updated to remove Financial Requirements and Time Is of the Essence clauses.
3. In seeking a loan, a trial court requires approval by the Judicial Council but by not the State Department of Finance.